


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER N034312	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Reassignment PCF for 343 08/90; AAGEG 08/90					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Program Analyst	GS	0343	12	001
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Roberta White			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Office of Policy		h. Employing Office Location Washington, DC			
d. Immediate Office		i. Organization Code AA000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Jennie Campbell, Director, Operation Team		d. Typed Name and Title of Second-Level Supervisor Shannon Kenny, PDAA, Office of Policy			
b. Signature 		c. Date Digitally signed by JENNIFER CAMPBELL DN: c=US, o=U.S. Government, ou=EPA, ou=Staff, cn=JENNIFER CAMPBELL, dnQualifier=00001 5390 Date: 2017.04.05 16:37:21 -04'00'	e. Signature SHANNON KENNY		f. Date Digitally signed by SHANNON KENNY Date: 2017.04.05 17:18:04 -04'00'
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
(b) (6)		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code —
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 5/3/17
(b) (6)					

Program Analyst,

GS-0343-12

This position is located in the Office of the Administrator (AO), Office of Policy (OP), Immediate Office (IO), Operations Team. The incumbent provides management and analytical support to the OP leadership on strategy & business matters. The assigned responsibilities include, but are not limited to, coordinating, researching, analyzing, reporting and advising on cross-functional activities that include: strategy, metrics, policies and procedures, human resources, budget, procurement, contracting, property/equipment management, technology services, and other support activities related to OP operations. The primary purpose of the position is to fully support higher grade staff in the execution and delivery of effective and efficient business strategy and operations.

Major Duties and Responsibilities

Within the incumbents' designated administrative and operational activities, the incumbent performs the following:

- Maintains confidentiality and uses discretion in matters of sensitive and confidential nature.
- Performs a wide variety of research, analytical and evaluative work, projects and/or studies related to the effectiveness of administrative and program activities.
- Applies a wide range of qualitative, and/or quantitative methods to assess and improve program, project, process, or system efficiency and effectiveness. Creates or modifies a wide variety of work methods, techniques, and procedures for administering program services, guidelines and procedures, and automating work processes to conduct administrative support functions or program operations.
- Plans, schedules, and conducts detailed projects, studies, reports and/or surveys as designated. Prepares and delivers work, projects, study papers, reports, and/or briefings to management and/or employee(s) to document results, findings and recommendations.
- Recommends, drafts, implements and maintains operating guidelines, policies and administrative procedures, and short and long-range plans specific to the needs of the organization; that ensure effective planning and strategies are in place to support the programs, employees, and/or operations throughout OP.
- Assists with administrative activities related to the organization's space, technology, property, and supplies in support of organizational programs, projects, and missions.
- As needed:
 - Coordinates procurement and contracting functions, including providing advice and assistance to organizational staff on the documentation and justification required for requisitions. Provides support for budgeting and financial management activities.
 - Assists with day-to-day operational HR activities, such as information requests, personnel actions, processing of necessary paperwork, and the maintenance of required personnel records. Maintains documentation that allows management to monitor the status of all aspects of personnel management (e.g., FTE levels, position management actions, PARS, timekeeping, training, teleworking, etc.).
 - Coordinates and manages specific assigned program activities related to OP operations, including, but not limited to, Concur, FOIA, CMS, COOP/Disaster Recovery/Business

- Continuity, Records Management, Webforms, etc. Serves as the subject matter expert for the assigned activity(s); responsible to ensure work products and processes are well documented, management is engaged and educated on processes, and as necessary educates and collaborates with OP employees.
- Maintains control over the PDAA's calendar with authority to schedule appointments and meetings based on personal and acquired knowledge of the preferences, priorities, commitments, and protocol associated with each official. Manages the PDAA's calendar in accordance with records management requirements; including creating a record and disposing of records as outline by agency records schedules.
 - Serves as the liaison between OP and other organizations within EPA regarding designated administrative and program activities.

Performs other related special reports, projects, tasks, or duties as assigned.

<u>Factor 1, Knowledge Required by the Position</u>	FL 1-7	1250 points
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Knowledge of the mission, functions and program goals of OP, including a specific knowledge methods and techniques required to implement and monitor OP programs and activities.

Knowledge of a wide range of administrative concepts, principles, and practices sufficient to enable the incumbent to accomplish the work smoothly and efficiently, to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, foresee administrative problems and requirements, and to coordinate the work with other offices and government agencies.

Knowledge of qualitative and quantitative techniques required to analyze the effectiveness and efficiency of assigned programs; ability to identify problem areas, conduct research, select and evaluate technical data and to make decisions or recommendations for action based on consideration of all aspects of a problem.

Knowledge of Federal laws and regulations, Executive Orders and agency directives and guidelines pertaining to designated program requirements and OP/EPA compliance provisions, including the ability to assess any potential programs and to formulate recommendations regarding additional studies and alternative actions.

Skill in interpersonal relations and written and oral communications required to explain and negotiate the requirements and implementation of OP program initiatives, and to present findings and conduct formal meetings in a concise and professional manner.

<u>Factor 2, Supervisory Controls</u>	FL 2-4	450 points
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Within a framework of priorities, funding and overall project objectives the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for independently planning and organizing the study,

estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project or work assignment. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3, Guidelines

FL 3-4

450 points

The guidelines include Federal and agency regulations and procedures; a framework of governing laws, administrative policies and agency directives; and executive orders. Guidelines are often ambiguous or general in nature, requiring the employee to use sound technical judgment in researching and adapting very general guides to various complex situations, and to negotiate solutions that are operationally and legally acceptable, in compliance with established requirements.

Factor 4, Complexity

FL 4-4

225 points

The incumbent performs a wide range of analytical and technical duties related to designated OP programs and initiatives, which includes a variety of duties which involve different and unrelated processes and methods, and the responsibility to serve as an advisor to managers and employees for the assigned program areas. The work requires analysis of complex and often sensitive issues, and knowledge and understanding of Agency and Office policies and procedures. The work also involves applying qualitative and quantitative analytical techniques that may require modifications to fit a wide range of variables. Assigned work consists of issues, measurements, problems, or concepts that involve studying, analyzing and/or researching. Sources of data must be cross-checked, analyzed and interpreted by the employee to obtain accurate and relevant information. Duties involve an evaluation of various program requirements and compliance alternatives, determining the best approach, and dealing with parties who may oppose the recommended course of action. The incumbent chooses from among various alternatives in accomplishing the work, exercising judgment and discretion in determining the nature and scope of particular projects or issues, and in formulating an effective resolution.

Factor 5, Scope & Effect

FL 5-4

225 points

The purpose of the work is to assist management in monitoring and evaluating the efficiency, economy and productivity of assigned programs and to implement revised policies, procedures and activities in support of organizational goals. The work performed significantly contributes to the effectiveness of assigned programs and influences decisions made by management concerning the internal administrative operations.

Factor 6 & 7, Personal Contacts & Purpose of Contacts FL 3c 180 points

Contacts are with the Principal Deputy Associate Administrator, OP senior leadership, other staff within OP, other agency personnel at various grade levels, as well as employees of other Federal agencies at the state and local level, in private industry and in academia.

Contacts are for the purpose of coordinating the work of the office; preventing and resolving problems; gathering and providing data; ensuring the smooth flow decisions; arranging meetings and conferences; responding to inquiries; and tracking assignments to ensure that required actions are completed. Further, contacts may be to influence management officials to accept and/or implement findings and

recommendations. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, and resource problems.

Factor 8 & 9, Physical Demands & Work Environment

FL 8-1 & 9-1 - 10 points

The work is primarily sedentary. The work is performed in a typical office setting.

Total Points: 2790.

GS-12 Grade Range: 2755-3150